



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Captain / Receptionist Notes

Before In Preparation the Meeting:

1. Arrive at least 30 minutes before the meeting.
2. Make sure your reception table is setup correctly:
 - a. At least one **"Guest Registration"** page
 - b. An officer's **business cards** to give to the guests
 - c. **A pen** -- and make sure it has ink and writes smoothly
 - d. **Agendas** and **ballot slips**
 - e. **"Notes and Instructions"** pages for all the meeting assistants. [x7]
 - f. Ask an SAA if you're missing something.
3. Take a seat by the door so you can greet late arriving guests easily.

During Reception:

1. Greet and welcome all our guests with a genuine warm smile.
2. Invite them to sign our guest book
3. Confirm the correct pronunciation of our guests' names! It's really important. There's no need to be shy, just ask. 😊
4. Make sure the writing is clear and legible.
5. Offer our guests an officers' business card
6. Hand all guests and members:
 - a. An agenda
 - b. A ballot slip
7. Take the guest into the meeting and introduce them to at least one member
8. This member will look after the guest for the evening

"Guest Introductions" Session:

1. Invite each guest up to speak and remind them:
 - a. The only need to speak for 30"
 - b. They can leave the stage when they see the green flag.
2. ***It's not fun being flagged off and having the bell rung at you on your first visit to the stage. Yes, unbelievably, this did actually happen to me.***

After the Meeting:

1. Help the SAAs tidy up the meeting room & give the guest information to your VPM.